

This Notice Expires 27 March 1987

OP NOTICE NO. 20-86-6

18 December 1986

OFFICE OF PERSONNEL NOTICE

SUBJECT: Staffing During Weather Emergencies - Office of Personnel

REFERENCE: 

25X1

1. It is necessary that certain essential functions and services not be interrupted when a general closing of Federal offices is declared due to hazardous weather conditions and that personnel be designated to report for duty under such circumstances to provide emergency staffing.

2. The Office of Personnel will be staffed under such conditions to provide the following vital services: (a) take necessary action in employee emergency cases, (b) respond to urgent questions about the status of employees, (c) process overseas travelers, (d) accommodate out-of-town applicants, and (e) respond to requirements of the Office of the Director of Central Intelligence.

3. A list of minimum number of individuals who are expected to report for duty in their respective offices is attached. Please be reminded, however, that we expect each Office of Personnel employee to make a specific judgment regarding his or her ability to report for work when a weather emergency develops during non-working hours, regardless of media announcements, and to make a good faith effort to report to work without endangering themselves or others. Employees unable to report to work are required to telephone their supervisors.



25X1

Hugh E. Price
Director of Personnel

Attachment:
Emergency Staffing Roster



25X1

C O N F I D E N T I A L

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ATTACHMENT
OP NOTICE NO. 20-86-6
18 December 1986

OFFICE OF PERSONNEL NOTICE

EMERGENCY STAFFING

	<u>Principal(s)</u>	<u>Alternate(s)</u>
Office of the Director of Personnel		
Central Travel Services		
Employee Benefits and Services		
Insurance Operations Division		
Employee Services Division		
Personal Services Branch		
Contracts Branch		
Office of Employment		
Policy, Analysis and Evaluation		
Special Activities Staff		
Information Systems Division		

25X1

CONFIDENTIAL



PERSONNEL NOTICE

OP NOTICE NO. 20-86-5

24 September 1986

SUBMISSION OF "REQUEST FOR PERSONNEL ACTION"
FORM 1152 UNDER THE UNIFORM PROMOTION SYSTEM

Reference: OPN 20-85-3, dtd 5 July 1985

Attached is the Uniform Promotion Schedule for submission of promotion requests during fiscal year 1987.



Robert W. Magee
Director of Personnel

STAT

Attachment

ADMINISTRATIVE - INTERNAL USE ONLY

ATTACHMENT
OPN No. 20-86 -

UNIFORM PROMOTION SCHEDULE

FY 1987

<u>Current Grade</u>	<u>Promotion Effective Date Annual Option</u>	<u>Promotion Personnel Action Due in TRB/CB</u>	<u>Promotion Effective Date Semi-Annual</u>	<u>Promotion Personnel Action Due in TRB/CB</u>
GS-15 and Above	5 July 1987	See Note Below	4 January 1987	See Note Below
GS-14	13 September 1987	28 August 1987	1 March 1987	13 February 1987
GS-13	9 November 1986	24 October 1986	10 May 1987	24 April 1987
GS-12	7 December 1986	21 November 1986	7 June 1987	22 May 1987
GS-11	4 January 1987	19 December 1986	5 July 1987	19 June 1987
GS-10	1 February 1987	16 January 1987	2 August 1987	17 July 1987
GS-09	1 February 1987	16 January 1987	2 August 1987	17 July 1987
GS-08	10 May 1987	24 April 1987	9 November 1986	24 October 1986
GS-07	10 May 1987	24 April 1987	9 November 1986	24 October 1986
GS-06	7 June 1987	22 May 1987	7 December 1986	21 November 1986

- Note: (a) Separate SIS instructions will advise dates actions are due on promotions from GS-15 and above.
- (b) Separate instructions will advise dates actions are due on promotions for employees in the Intelligence Secretary grades IS-02 and IS-03.
- (c) IS-01 Secretary Trainees and GS-05 and below employees may be promoted whenever appropriate and are not subject to the Uniform Promotion Schedule.
- (d) Office of Communications employees included in the experimental pay banding system are promoted based on the schedule developed for that pay system.

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